



CONDUCT AND ETHICS

Code of Conduct Policy

ADOPTED BY THE BOARD OF DIRECTORS

November 24, 2024

ORGANIZATION

Foosball Clubs USA Inc., a 501(c)(3) nonprofit

This is the adopted version of this policy. Find every FCUSA policy at foosballclubsusa.com/policies. Questions are welcome at admin@foosballclubsusa.com.

Foosball Clubs USA Inc.

Code of Conduct Policy

1. Purpose

The purpose of this policy is to set clear expectations for the behavior and conduct of all individuals associated with Foosball Clubs USA Inc., including employees, volunteers, participants, and other stakeholders. This policy aims to promote a respectful, inclusive, and positive environment.

2. Scope

This policy applies to all employees, volunteers, participants, and any other individuals associated with Foosball Clubs USA Inc.

3. Policy Statement

Foosball Clubs USA Inc. is committed to maintaining the highest standards of ethics and integrity in all its activities. All individuals associated with the organization are expected to conduct themselves in a manner that reflects these values and promotes a positive and respectful environment.

4. General Principles

- **Respect:** Treat all individuals with respect and courtesy. Harassment, discrimination, or any form of disrespectful behavior will not be tolerated.
- **Integrity:** Conduct all activities with honesty, transparency, and accountability. Avoid conflicts of interest and maintain confidentiality.
- **Inclusivity:** Foster an inclusive environment that welcomes diversity and promotes equal opportunities for all.
- **Safety:** Prioritize the safety and well-being of all individuals. Adhere to safety protocols and report any safety concerns immediately.
- **Professionalism:** Demonstrate professionalism in all interactions and activities. Uphold the reputation and integrity of Foosball Clubs USA Inc.

5. Behavioral Expectations

All individuals associated with Foosball Clubs USA Inc. are expected to:

- **Comply with Policies and Procedures:** Adhere to all organizational policies, procedures, and guidelines.

- **Maintain Confidentiality:** Protect the privacy and confidentiality of all members, staff, and volunteers.
- **Report Misconduct:** Report any unethical behavior, violations of policies, or misconduct to the appropriate authority.
- **Participate in Training:** Attend and actively participate in required training sessions.
- **Promote a Positive Environment:** Encourage and support a positive and inclusive environment for all.

6. Prohibited Conduct

The following behaviors are strictly prohibited:

- **Harassment and Discrimination:** Any form of harassment or discrimination based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.
- **Violence and Abuse:** Any form of violence, abuse, or threatening behavior.
- **Substance Abuse:** Use or possession of illegal drugs or substances while participating in organizational activities.
- **Theft and Fraud:** Theft, fraud, or any form of dishonest behavior.
- **Conflict of Interest:** Engaging in activities that create a conflict of interest with the organization's mission and values.

7. Reporting and Complaint Procedures

- **How to Report:** Any individual who witnesses or experiences a violation of this Code of Conduct should report it immediately to their supervisor, the Human Resources Department, Executive Director, or any Executive Board member.
- **Confidentiality:** Reports will be handled with the utmost confidentiality to the extent possible, consistent with the need to conduct a thorough investigation.
- **Investigation:** A prompt, thorough, and impartial investigation will be conducted. Appropriate action will be taken based on the findings.

8. Consequences of Violations

Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment or volunteer status. Disciplinary actions may include, but are not limited to:

- Verbal or written warnings.
- Suspension or termination of employment or volunteer status.
- Legal action, if necessary.

9. Responsibilities

- **Employees and Volunteers:** Understand and comply with the Code of Conduct. Report any violations or concerns.
- **Supervisors and Managers:** Ensure that the Code of Conduct is communicated and enforced. Support individuals who report violations and participate in investigations as needed.
- **Human Resources Department:** Oversee the implementation of the Code of Conduct. Conduct investigations and maintain confidentiality. Provide training and support.

10. Training and Communication

- **Training:** All employees and volunteers will receive training on the Code of Conduct. Training will be conducted annually and as part of the orientation process for new hires and volunteers.
- **Communication:** The Code of Conduct will be communicated to all individuals associated with Foosball Clubs USA Inc. and will be made available in the organization's policy handbook and on the official website.

11. Review and Revision

This Code of Conduct will be reviewed annually to ensure its effectiveness and relevance. Updates and revisions will be made as necessary to reflect changes in laws, organizational policies, or best practices.

12. Conclusion

Foosball Clubs USA Inc. is dedicated to maintaining the highest standards of ethics and integrity. By adhering to this Code of Conduct, all individuals can contribute to a positive, respectful, and inclusive environment that supports the organization's mission and values.